

# OFFICER EVALUATION REPORT (OER)

Validation:

## 1. ADMINISTRATIVE DATA

a. NAME (Last)	(Initials)	b. SSN	c. RESERVE STATUS / DRILLS CONDUCTED	d. GRADE	e. DATE OF RANK
			<input type="checkbox"/> ADT <input type="checkbox"/> ADSW <input type="checkbox"/> IDT <input type="checkbox"/> DRILLS	/ /	/ /
f. UNIT		g. ATU - OPFAC	h. DAYS NOT OBSERVED	i. DATE REPORTED	
j. PERIOD OF REPORT (YY/MM/DD)	/ / TO / /	k. OCCASION FOR REPORT (Mark only one)	LV OTHER	l. EXCEPTION REPORT	m. DATE SUBMITTED
		<input checked="" type="radio"/> Annual <input type="radio"/> Semiannual <input type="radio"/> Detachment/Change of Reporting Officer <input type="radio"/> Detachment of Officer <input type="radio"/> Promotion <input type="radio"/> Special <input type="radio"/> Concurrent			/ /

## 2. DESCRIPTION OF DUTIES:

### ATTACHMENTS:

### 3. PERFORMANCE OF DUTIES: Measures an officer's ability to manage and to get things done.

a. PLANNING AND PREPAREDNESS: Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and develop strategies.	<input type="radio"/> 1 Got caught by the unexpected; appeared to be controlled by events. Set vague or unrealistic goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information.	<input type="radio"/> 3 Consistently prepared. Set high but realistic goals. Used sound criteria to set priorities and deadlines. Used quality tools and processes to develop action plans. Identified key information. Kept supervisors and stakeholders informed.	<input type="radio"/> 5 Exceptional preparation. Always looked beyond immediate events or problems. Skilfully balanced competing demands. Developed strategies with contingency plans. Assessed all aspects of problems, including underlying issues and impact.	<input type="radio"/> 7 NO
b. USING RESOURCES: Ability to manage time, materials, information, money, and people (i.e. all CG components as well as external publics).	<input type="radio"/> Concentrated on unproductive activities or often overlooked critical demands. Failed to use people productively. Did not follow up. Mismanaged information, money or time. Used ineffective tools or left subordinates without means to accomplish tasks. Employed wasteful methods.	<input type="radio"/> Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager, budgeted own and subordinates' time productively. Ensured subordinates had adequate tools, materials, time and direction. Cost conscious, sought ways to cut waste.	<input type="radio"/> Unusually skilled at bringing scarce resources to bear on the most critical of competing demands. Optimized productivity through effective delegation, empowerment, and follow-up control. Found ways to systematically reduce cost, eliminate waste, and improve efficiency.	<input type="radio"/> YES
c. RESULTS/EFFECTIVENESS: Quality, quantity, timeliness and impact of work.	<input type="radio"/> Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve.	<input type="radio"/> Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required some of subordinates. Results had a positive impact on department or unit. Continuously improved services and organizational effectiveness.	<input type="radio"/> Maintained optimal balance among quality, quantity, and timeliness of work. Quality of own and subordinates' work surpassed expectations. Results had a significant positive impact on unit or Coast Guard. Established clearly effective systems of continuous improvement.	<input type="radio"/> YES
d. ADAPTABILITY: Ability to modify work methods and priorities in response to new information, changing conditions, or unexpected obstacles.	<input type="radio"/> Unable to gauge effectiveness of work or make adjustments when needed. Overlooked or screened out new information. Overreacted or responded slowly to change in direction or environment. Ineffective in ambiguous, complex, or pressured situations.	<input type="radio"/> Receptive to change, new information, and technology. Effectively used benchmarks to improve performance and service. Monitored progress and changed course as required. Effectively dealt with pressure and ambiguity. Facilitated smooth transitions.	<input type="radio"/> Rapidly assessed and adjusted to changing conditions, new information and technology. Very skilled at using and responding to measurement indicators. Championed organizational improvements. Effectively dealt with extremely complex situations. Turned pressure and ambiguity into constructive forces for change.	<input type="radio"/> YES
e. PROFESSIONAL COMPETENCE: Ability to acquire, apply and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)	<input type="radio"/> Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs.	<input type="radio"/> Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs.	<input type="radio"/> Superior expertise; advice and actions showed great breadth and depth of knowledge. Remarkable grasp of complex issues, concepts, and situations. Rapidly developed professional growth beyond expectations. Vigorously conveyed knowledge, directly resulting in increased workplace productivity. Insightful knowledge of own role, customer needs, and value of work.	<input type="radio"/> YES

### COMMENTS: